

City of Williamsburg

Facility name: Public Works and
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 10/29/2003	EMS 10/29/2003	EMS 1/15/2008	DGC 12/12/2006

1 of 3

Revision no. 2

4.4.22 Training Awareness and Competence

This is a printed copy of the original and will not be kept up-to-date.

Persons responsible:

Areas of application: Department of Public Works and Utilities Shop Complex

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Warning! ☒ The information in this document may be out of date and should be reviewed.

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Revision schedule

Rev. no.	Date	Description
	11/9/2004	reviewed no changes made
1	7/25/2006	Revised 5.3, 5.4, took out superintendent replaced with EMS Team member, deleted 5.6.1
2	12/12/2006	revised 5.4

Worksheet index

- 1 PURPOSE
- 2 SCOPE
- 3 RESPONSIBILITIES
- 4 DEFINITIONS
- 5 PROCEDURES
- 6 REFERENCES/RELATED DOCUMENTS

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4.4.22 Training Awareness and Competence

1 PURPOSE

- 1.1 The purpose of this procedure is to establish practices related to environmental training and awareness for the City of Williamsburg Public Works and Utilities Department.

2 SCOPE

- 2.1 This procedure is responsive to Element 4.4.2, Training, Awareness and Competence, of the ISO 14001 1996 standard and covers operations of the Public Works and Utilities Department.

3 RESPONSIBILITIES

- 3.1 The EMS Team is responsible:
- 3.1.1 For developing and maintaining the EMS Training Schedule, section 4.4.21 in Green Ware or equivalent. The EMS Training Schedule will ensure employee awareness, identify training needs, and maintain the training schedule.
 - 3.1.2 For reviewing and updating the training material and schedule at least annually to ensure its continuing adequacy. This will include a review of section 4.4.21 Training Schedules in Green Ware or equivalent.
- 3.2 Superintendents shall:
- 3.2.1 Determine competence for all employees whose jobs are associated with significant aspects. Only competent employees will be permitted to do work that is associated with significant aspects. When determining competence superintendents shall consider factors such as training, education, and / or experience.

4 DEFINITIONS

- 4.1 Refer to 3.0, ISO 14001 1996 Related Definitions

5 PROCEDURES

- 5.1 Initial environmental awareness training is given to all employees of the Public Works and Utilities Department. The EMS Team will coordinate the training.
- 5.2 New employees of the Public Works and Utilities Department are given environmental training as part of the new hire orientation by Division Superintendents.
- 5.3 Environmental training is arranged by the EMS Team.
- 5.4 Division Superintendents will conduct initial job specific environmental training. Division Superintendents will train employees using approved training subject matter and material and will maintain records of training.
- 5.5 All environmental training sessions for the Public Works and Utilities Department employees will be documented by use of the Training Sign-in sheet EP 4.4.22-1FA. The team member conducting the training will complete the sign in sheets. These original Training Sign-in sheets will be maintained by the EMS Team as records.

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3 of 3

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- 5.6 The environmental training needs and schedule for each employee will be maintained in section 4.4.21 Training Schedule of Green Ware.
- 5.7 Environmental awareness training will include training on the Public Works and Utilities Department's: Environmental Policy, Significant Aspects and Impacts, the associated Objectives and Targets, and Environmental Management Programs (EMPs).
- 5.8 Environmental training will cover:
 - 5.8.1 Roles and responsibilities for employees, contractors, and outside vendors in achieving conformance with the EMS;
 - 5.8.2 The environmental benefits of improved personal performance;
 - 5.8.3 Emergency preparedness and response requirements; and
 - 5.8.4 The potential consequences of departure from operating procedures.
- 5.9 As revisions and changes are required for EMS procedures, the EMS Team will evaluate and revise the training needs as necessary. Employees will be trained on significant procedural changes as directed by the EMS Team.
- 5.10 Reassigned employees from other departments will receive job specific environmental training as part of their new assignment if needed.

6 REFERENCES/RELATED DOCUMENTS

- 6.1 EP 4.4.22 1FA Training Sign in Sheet Form
 - 6.2 Individual Employee Training Records maintained by Division Superintendents
 - 6.3 4.4.21 Training Schedule(s) worksheet section of Green Ware
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